



## OFFICE OF THE CITY MAYOR

City Hall, Dipolog City, Zamboanga del Norte, 7100

Tel. No. 212-2484

### EXECUTIVE ORDER NO. 12 SERIES OF 2020

#### **ACTIVATING THE INCIDENT COMMAND SYSTEM (ICS) AND CREATING THE DIFFERENT RESPONSE CLUSTERS AGAINST COVID-19 IN THE CITY OF DIPOLOG AND FOR OTHER RELEVANT PURPOSES**

**WHEREAS**, the following government issuances buttress the need for a systematic and well-coordinated response in the fight against the Coronavirus Disease (COVID-19) to complement our local Inter-Agency Task Force for the Management of Emerging and Re-emerging Infectious Diseases (IATF-MERID);

**Proclamation No. 922, s. 2020**, which declares a State of Public Health Emergency throughout the country due to Corona Virus Disease 2019;

**Proclamation No. 929, s. 2020**, which further declares a State of Calamity throughout the Philippines due to Corona Virus Disease 2019;

**Executive Order No. 20-24**, which imposes a General Community Quarantine in the Province of Zamboanga del Norte from March 17, 2020, 12:00 noon until April 14, 2020;

**Executive Order No. 11, s. 2020**, which provides further guidelines on Social Distancing and Adopting a Calibrated Community Quarantine in the City of Dipolog;

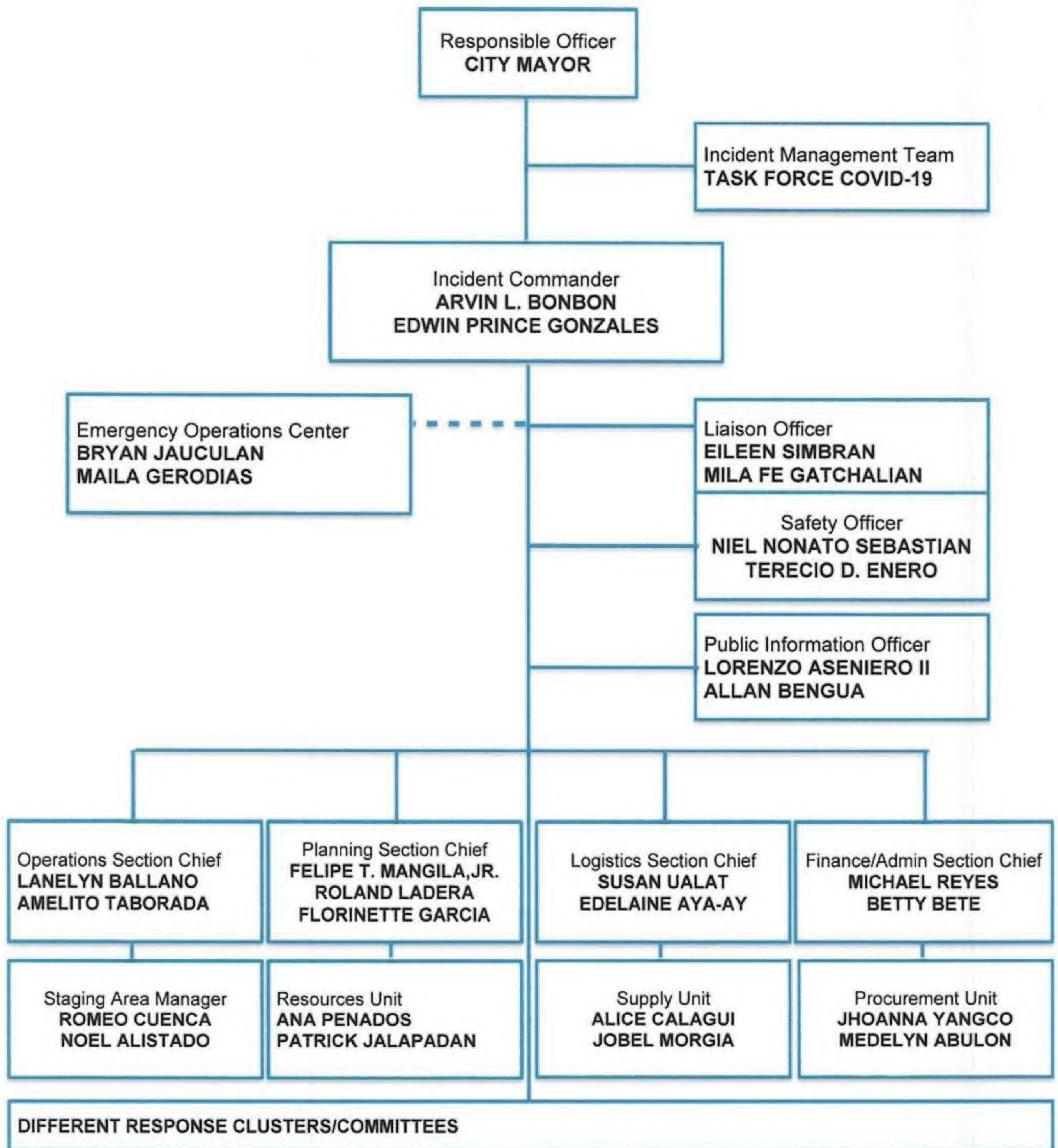
**WHEREAS, Republic Act No. 10121**, otherwise known as the “Philippine Disaster Risk Reduction and Management Act of 2010,” calls for the adoption and implementation of a coherent, comprehensive, integrated, efficient and responsive disaster risk reduction program;

**WHEREAS, Memorandum Circular No. 04, s. 2012**, of the National Disaster Risk Reduction and Management Council (NDRRMC) provides for the Implementing Guidelines on the Use of Incident Command System (ICS) as an On-Scene Disaster Response and Management Mechanism;

**NOW, THEREFORE, I, DAREL DEXTER T. UY**, Mayor of the City of Dipolog, by virtue of the powers vested in me by law do hereby ORDER:

#### **SEC. 1. ACTIVATION OF THE DIPOLOG CITY INCIDENT COMMAND SYSTEM (ICS)**

— In order to complement the efforts and initiatives of the Inter-Agency Task Force on the Management of Emerging and Re-emerging Infectious Diseases (IATF-MERID) and help in the coordination of responses in the ongoing implementation of community quarantine and other Covid-related actions, the INCIDENT COMMAND SYSTEM (ICS) of the City of Dipolog is hereby ACTIVATED which shall have the following key organizational structure:



In addition to the functional mandate of the ICS, the following duties and responsibilities shall likewise be carried out:

1. Establish and maintain an Incident Command Post (ICP) for the duration of the quarantine period and even beyond as may be necessary;

2. Observe proper health and safety precautions such as thermal scanning and social distancing and provide handwashing, sanitation and disinfection protocols in the conduct of ICS activities such as regular meetings, brainstorming sessions and operational briefings;

3. Operate on a 12-hour operational period from 12:01AM to 12:00NN and from 12:01PM to 12:00MN, and provide round-the-clock support and assistance to the Inter-Agency Task Force and other allied agencies in the implementation of the community quarantine and in the management and utilization of resources for the fight against the spread of COVID-19;

4. Prepare an Incident Action Plan (IAP) for every operational period;

5. To perform such other functions and recommend for the creation of additional units and sections to the organizational structure as the need arises.

**SEC. 2. RESPONSE CLUSTERS.** — To effectively address the socio-economic impact of COVID-19 to the City and the general public, the following Response Clusters (Cluster Approach) composed of stakeholders and key allied agencies are likewise created, thus:

CLUSTERS/COMMITTEES	LEAD OFFICE	COMPOSITION	CLUSTER
1. FOOD & NFI	CSWDO	ARLENE JATICO FLORA ATAMOSA PATRICK JALAPADAN ENGR. KERR PORLAS ERNIE ROJO	DSWD, LESDEC, AGRICULTURE, CMO, LEIPO
2. CAMP COORDINATION & CAMP MANAGEMENT (ISOLATION FACILITY)	CDRRMO	ATTY. ARVIN BONBON DR. MICHAEL TE DR. ROWEL MATA DR. JANE JAUG ARIEL SALDARIEGA	CCAH, CHO, DOH, SANITATION
3. HEALTH, MEDICAL & PSYCHOSOCIAL SERVICES	CCAH	DR. MICHAEL TE DR. ROWEL MATA ATTY. JAMES VERDUGUEZ	CHO, DOH, RED CROSS
4. EMERGENCY TELECOMMUNICATIONS	EOC	BRYAN JAUCULAN ENGR. SILVESTRE SABANDO IRVING AGNIS BRIAN HERAMIS MARK LIM	FARE 8, ORACIS, D'ALERT, OTHER RADIO GROUPS
5. EDUCATION	DEPED	SUPT. VIRGELIO BATAN NEIL NONATO SEBASTIAN	ACADEMIC INSTITUTION HEADS
6. AGRICULTURE & LIVELIHOOD ASSISTANCE	CITY AGRICULTURE	ENGR. KERR PORLAS FLORA ATAMOSA DORIS SARANDE MERCEDITA GUERRERO VIOLA PINO	LESDEC, COOP, CENRO, LICENSE
7. TRANSPORTATION	MOTORPOOL	ENGR. NOEL ALISTADO PATRICK JALAPADAN FELIPE MANGILA, JR.	CMO, TMO

8. INFORMATION & DOCUMENTATION	CIO	LORENZO ASENIERO II CECIL BILOG ERNIE ROJO ATTY. JMS. CYRIL RUIZ ATTY. RUBEN LEGORIO ROSEMARIE MIRANDA	TOURISM, OSM, PRESS CLUB
9. CENSUS	CITY NUTRITION OFFICE	CHARMIE YU ERNIE ROJO ENGR. KERR PORLAS JEANNE BITANCOR ROSEMARIE MIRANDA ARLENE JATICO FLORA ATAMOSA ROCHENE BAYLON HON. MANDEL ZOE LUGASAN HON. JULIUS GAJONERA	LEIPO, AGRICULTURE, ASSESSOR, CIVIL REGISTRAR, CSWDO, LESDEC, POPCOM, SK, LIGA NG MGA BANGANGAY
11. LAW AND ORDER	PNP	COL. GILZEN MANESE LTC JASPER EDWARD OBAR PLT ALLAN PESTAÑAS P03 LUCIO ERROL RAYALA CFM REGGY OLMEDO SHERRIE MACHUTES TERECIO ENERO ATTY. JONALD NAPIGQUIT ATTY. POE BAGARINAO	AFP/PA, COAST GUARD, MARITIME POLICE, BFP, SCAA, DILG, LEGAL
12. ENGINEERING	CEO	ENGR. SUSAN UALAT ENGR. ALBERT ALIMPULOS ENGR. NOEL ALISTADO ENGR. JOSE SAGUIN ENGR. FLORINETTE GARCIA	CGSO, CPDO, MOTORPOOL, OBO, PHIVOLCS
14. WATER, SANITATION AND HYGIENE	SANITATION OFFICE	ARIEL SALDARIEGA ALICE CALAGUI, ENGR. RUEL TABADA DR. IMEE VILLACRUSIS MERCEDITA GUERRERO	CGSO, DIPCWD, CITY VET, CENRO
15. FINANCE, SUPPLY & LOGISTICS	BUDGET	ENGR. MICHAEL REYES BETTY BETE SANCEN CARORO MYRNA CACHIN ALICE CALAGUI EDILAINE AYA-AY FELIPE MANGILA, JR.	ACCOUNTING, TREASURER, CGSO, HRMO, CDRRMO

The aforementioned Response Clusters shall perform the following crucial functions:

1. Craft a contingency plan for your respective clusters which covers operational strategies and measures as well as budgetary requirements on a worst-case scenario which will serve as guide on what the City and the community should do and how to properly carry them out during and after the onset of this dreaded disease;

2. Facilitate the buy-in and involvement of all the sectors in the community, including NGAs, NGOs, POs, CSOs and other humanitarian partners in their respective cluster plans and activities, taking into account the mandate and priorities of these stakeholders;

3. Establish and maintain appropriate coordination mechanisms to ensure the proper, efficient and rational delivery of basic services and necessary assistance especially to the most vulnerable sectors;

4. Stack-rank the initiatives and ensure functionality of the Cluster Approach through the identification of best practices and proactively applying them in collaboration with other clusters;


5. Perform such other functions as may be necessary and expedient to cushion the impact of this disaster to our constituents and hasten recovery and rehabilitation the soonest possible time.

#### **SEC. 4. EFFECTIVITY.**

This Order shall be effective immediately and shall continue to subsist until after the adverse effects of COVID-19 to the community have been fully addressed upon declaration by the City Mayor or higher authorities.

Let copies of this Executive Order be furnished to all concerned officials, institutional partners and stakeholders for their information and guidance.

Done in the City of Dipolog, this 23 day of March in the year of the Lord 2020.



**DAREL DEXTER T. UY**  
City Mayor